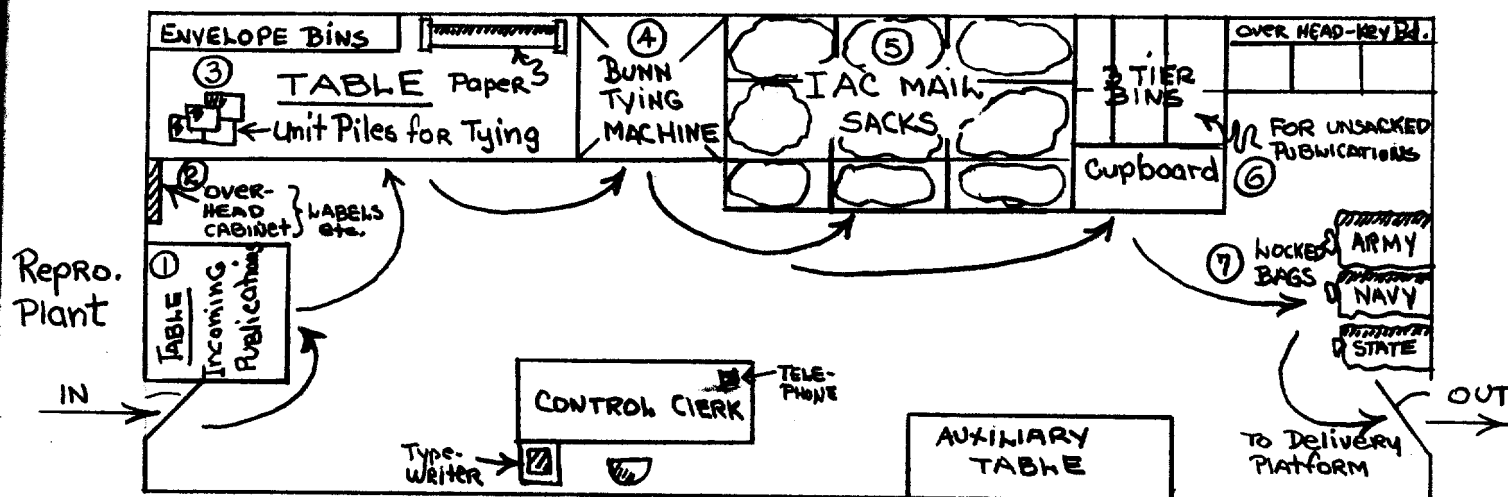


EXHIBIT "E"

SUGGESTED PROCEDURE:

A. Reproduction Branch, Services Office -

25X1A6a



Operations -

1. Control Clerk (OCD) will receive, by courier, dissemination lists (checking with Liaison Branch by phone when necessary)
2. Clerk will be responsible for pre-printed document receipts being on hand, or for typing those not on standard distribution.
3. Clerk will determine for each publication a standard unit (2, 5, 10, etc.)
4. Shipping Clerk will take from (1) and pile in units on (3) affix document receipt to one package in lot.
5. Tie with cord on machine (4) and put in proper sack (5) or bin (6).
6. Sacks will be removed at time schedule determined by Control Clerk, and Courier attached.
7. Sacks locked and stacked at position (7) ready for OCD Courier pickup and delivery to recipients.

TOTAL OPERATIONS - 7